

## U.S. Department of Labor

Office of Job Corps  
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May 16, 2006

DIRECTIVE:	REGION 2 PRH SUPPLEMENT NO.	1.2R7c
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TO ALL REGION 2 CENTER DIRECTORS  
ALL REGION 2 CENTER OPERATORS  
ALL REGION 2 AGENCY CENTER OPERATORS  
ALL REGION 2 OUTREACH & ADMISSIONS CONTRACTS

FROM: LYNN INTREPIDI  
Regional Director,  
Office of Job Corps

**SUBJECT: Documentation Requirements for Assessment of  
Applicant Health Needs**

1. Purpose:

To provide guidance for collecting information from Physicians and Institutions describing injuries, illnesses, and conditions noted on the ETA Form 6-63 including comments about medications.

2. Policy:

The PRH requires ACs to encourage applicants to provide voluntary information related to their health needs, pursuant to ETA Form 6-53 (Job Corps Health Questionnaire). Information related to health may only be collected after an applicant has been determined to be eligible and the applicant has been assigned. While ACs are not permitted to conduct an assessment of health information nor use health information in making decisions or recommendations for enrollment, ACs should encourage applicants to provide information for use by center staff in assessing the applicant's health needs.

Per PRH 1.2R7c, ACs shall use the procedures described in PRH Exhibit 1-2 to provide documentation to Job Corps centers for their use in assessing applicants' health needs. Sample formats have been developed along with a cover memo to the applicants' service provider. The sample questionnaires are specific to the following conditions:

- Diabetes
- Drug and Alcohol
- Generic Health Diagnosis

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- Hypertension
- Mental Health
- Orthodontist
- Seizure

Copies of the various sample questionnaires, along an ETA 6-53, is attached and made part of this PRH Supplement.

3. Action:

AC's must collect health information utilize the attached questionnaires when applicants' volunteer health related information on the ETA Form 6-53. The completed questionnaires shall be maintained in the file and serve as part of the documentation requirements of PRH Exhibit 1-2. A copy of all health information collected must be retained in the applicant's file and forwarded to the center of assignment.

Center health staff is also encouraged to use the questionnaires to make a determination on accepting or rejecting assigned applicants.

4. Inquiries:

Questions regarding this PRH Supplement may be addressed to the Regional Director, Division Chief, or the COTR.

5. Rescissions:

This PRH Supplement is effective immediately and supersedes RFI 98-23.